

Internship Program Timeline:

	Summer	Winter
Recruitment	Ongoing	Ongoing
Application Opens	January	May
Application Deadline (including all supporting documents)	February 15	June 15
Selection Process— Student contacted for interviews by section/ agency/post head	Within 10 Days of appli- cation closing date	Within 10 Days of appli- cation closing date
Selectees notified of selection by HR Office Paris via e-mail	By mid March	By mid July
Non-Selects Notified by e-mail by HR Office Paris	By end of March	By end of July
Medical and Security Certifications processed by HR Paris. Official Offers of Internship Appointment Made	By mid April	By mid August
Interns Enter on Duty	Early May – late August	Early November – late February
Internship Period Ends	October 31	April 30

For more information regarding current intern positions as well as detailed position descriptions, please visit the following websites:

<http://france.usembassy.gov/fnsinternships.html>

<http://jobs-stages.letudiant.fr/stages-etudiants.html>

<http://etudiants.monstageenligne.fr/>



**"The oldest Foreign National Student
Internship Program in the World"**

**U.S. Embassy Paris
2 Avenue Gabriel
75008 Paris**

**Lucie Mercier (01.43.12.26.52) or
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ParisRecruitment@state.gov



**Tri-Mission France
Foreign National Student
Internship Program**



Tri-Mission France

May 2013

Foreign National Student Internship Program

General Background:

The Human Resources (HR) Office in Paris administers the unpaid Foreign National Student Internship Program. The purpose of the Tri-Mission program is to provide students the opportunity and challenge of working in a foreign affairs arena and at the same time profit from their assistance. Interns may earn academic credit from their educational institutions and their supervisors are expected to serve as their mentors, providing feedback as necessary to the intern and the academic institution. The supervisor is required to complete an evaluation letter upon the successful completion of the internship. There are no benefits attached to the internship: no compensation, leave accrual, or any future employment rights.

Tri-Mission Intern Positions:

Internship opportunities will be advertised twice a year for positions at the U.S. Embassy Paris in the Political, Consular, Economic, Public Diplomacy and Management sections, other agencies in the Bilateral Mission in Paris, as well as at the US Mission to UNESCO, US Mission to OECD, Consulates General in Marseille and Strasbourg and American Presence Posts in Rennes, Toulouse, Bordeaux, and Lyon.

Internship Periods:

Summer: May–October; HR advertises January and February.

Winter: November–April; HR advertises May and June.

Interns are limited to 8 weeks gratuitous service by French Labor Law. If the intern needs more than 8 weeks to fulfill their institution's internship requirements, a waiver is required from the school for the 8 weeks limit under French Labor Law.

Eligibility :

- Must be at least 18 years of age.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript.
- Must complete a "Convention de Stage" signed by current academic institution (must include school medical insurance and coverage against work-related accidents or injury).
- Must demonstrate the potential to accomplish the type of work to be performed.
- Meets the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical certificate from the Tri-Mission's occupational health care provider.
- Must not have served a previous internship at Tri-Mission France.

Application Filing Procedures:

To be considered, applicants are asked to submit the **three** following documents by the deadline date via email to ParisRecruitment@state.gov:

1. U.S. Mission France Application for Foreign National Student Intern Program; plus
2. Statement of interest to include objectives and motivations in seeking an internship and how academic courses and other experiences relate to the U.S. Mission's goals and internship opportunity; plus
3. Official enrollment from educational institution.



Opportunities:

Internship positions are frequently available in the Departments listed below for the Summer and Winter periods (depending on department needs):

Consulates General Marseille and Strasbourg; American Presence Posts Bordeaux, Lyon, Rennes and Toulouse: Provide assistance to U.S. citizens for passport applications, birth registrations, notarial and authentication services. No visa services are provided.

U.S. OECD:

Works with other member countries to achieve sustainable economic growth, employment and a rising standard of living in member countries. Also engages with non-members to contribute to the development of the world economy.

U.S. UNESCO:

Works toward advancement of human rights, tolerance and learning throughout the world.

U.S. Embassy Paris:

Africa Regional Services: primary source of French language program materials for American Cultural Centers at U.S. embassies throughout francophone Africa.

Consular Section: mainly provides assistance with visas as well as U.S. citizen services including: passports, citizenship information, emergency life/death assistance, and notarial services.

Economic Section: promotes American Economic interests in France. Acts as liaison with the French government on international economics and scientific issues. Also works on maintenance of safety and security of international air travel and advocacy on behalf of the American business community.

Foreign Agriculture Service: Links U.S. agriculture to the world to enhance opportunities and global food security.

Foreign Commercial Service: Main emphasis on promotion of exports of goods and services from the U.S.

General Services Office: Oversees shipping and customs, vehicles, housing, contracts and procurement, and the print center for the Embassy.

Political Section: Analyzes and reports on political and politico-military developments in France and on France's relations with other countries.

Public Affairs: Made up of the Press and Information Office and the Culture and Education Office. Explains and advocates American policy and works to promote mutual understanding between French and American societies.